

Immediate opening for a full-time Deputy Treasurer position in the Warren County Treasurer's office.

Qualifications:

Strong computer skills required and must be proficient with all MS Office programs. The ideal candidate will have knowledge of general accounting practices, typical office procedures, effective interpersonal and professional communication skills. The ability to multi-task and work independently is essential. The candidate must also possess excellent organizational skills and be detail-oriented.

Associates or Bachelor's degree in Business Administration or related field; OR a minimum of three years related office experience is required. Must also pass a background check.

Benefits:

- Paid sick days
- Paid holidays
- Paid vacation
- Optional medical, dental, and vision coverage

Please mail or email resumes to: Warren County Treasurer, 125 N Monroe St, Suite 6, Williamsport, IN 47993 or treasurer@warrencounty.in.gov by February 25, 2022. Successful candidates will be contacted for an interview the week of March 1, 2022.

Warren County is an equal opportunity employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Warren County will be based on merit, qualifications, and abilities. Warren County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or other characteristic protected by law.